

## Certified Peer Support Specialist Application Instructions

Dear Peer Support Specialist Applicant,

Thank you for your interest in Peer Support Specialist certification through the Department of Health and Welfare Division of Behavioral Health (DBH). The life experience of someone living with a mental illness or co-occurring diagnosis is best understood by someone who has also walked a similar journey. Professional certification lends credibility to the individual professional and ensures quality services are received by the individual in care. You are commended on your commitment to quality mental health services by seeking certification.

Throughout the certification process you may have many questions, so feel free to contact our office at any time. We are here to help you!

208-639-5720 Peer Support Specialist Voice Mail

Or

[PeerSpecCert@dhw.idaho.gov](mailto:PeerSpecCert@dhw.idaho.gov)

For applicants recently trained: You are allowed **one year** from the completion of your training course to seek certification and submit an application for certification with all required documentation.

You will need to submit a completed application, a copy of your training certificate from your training, and a letter of notification indicating that you have passed all the requirements of the training and the training entity deems you able to apply for certification or provides feedback regarding areas to complete before certification.

If you are unable to meet the year timeframe, you will need to submit a new application.

If you have some of the requirements but have not completed your supervised work/volunteer experience, then submit an application without the Work/Volunteer Experience form and certification may be granted for a one-time only six-month period until the supervision hours are completed.

You may not be able to submit billing for your services and obtain work experience if you do not apply for a one-time six-month certificate following the training and competency exam. **Once the supervised hours are completed, submit the Work/Volunteer Experience Summary Form.**

For applicants applying for certification by reciprocity, provide documentation that:

- You completed training and passed an examination within the last two years from the date of your application..
- Please provide documentation of your Peer Support Specialist work/volunteer experience documenting continued practice of your skills as a Peer Support Specialist in the application. Include how many hours you have worked as a Peer Support Specialist and how many hours of supervision you have received (usually 1 hour per week for a 40 hour week).
- Complete the Statement of Personal Experience in the application
- Provide documentation of any Continuing Education/training hours in the application you have received since your certification and before submission of this application.
- Complete an Education Experience Summary
- Complete a Code of Ethics Affidavit

If you were previously certified in Idaho through Jannus, Inc. (formerly Mountain States Group), the certification obtained in those trainings will only be valid until December 31, 2015. Beginning January 1, 2016, DBH will no longer accept certifications obtained in Idaho before July 1, 2015.

To efficiently move through this process, follow these steps:

- Read this letter thoroughly
- Review the certification Frequently Asked Questions (FAQ) page and visit the website at <http://healthandwelfare.idaho.gov/Medical/MentalHealth/PeerSpecialistsFamilySupportPartners/tabid/2935/Default.aspx> so you are familiar with the requirements, process, and the Code of Ethics.
- Complete the attached application either via email or handwritten using blue or black ink. You may submit the application through email to: [PeerSpecCert@dhw.idaho.gov](mailto:PeerSpecCert@dhw.idaho.gov)

or mail your application to:

Division of Behavioral Health  
450 W. State St. 3<sup>rd</sup> floor  
Boise, ID 83702  
Attn: Peer Support Specialist Certification Oversight Committee

- Refer to the check list in the application to ensure that you are submitting all the required documentation.

Once we have received your completed application, you will be notified by mail or email that your application has been received and/or if there are additional documents needed. If your application is complete upon initial review, then it will be reviewed by the Peer Support Specialist Certification Oversight committee for final processing. Within thirty (30) days of initial receipt, you will receive either a certificate and letter in the mail or a letter stating reasons for denial and your rights to file a grievance regarding the decision.

If you were granted full certification, it is valid for one year. If you were granted a six-month certificate, your six-month certificate and letter will indicate when your six-month certificate will lapse. If you have a six-month certificate, it is your responsibility to submit the remaining requirements to obtain full certification for a total of a year. **It is your responsibility to keep track of your recertification date; no reminders will be sent.** When it is time to renew your certification, you will need to go to:

<http://healthandwelfare.idaho.gov/Medical/MentalHealth/PeerSpecialistsFamilySupportPartners/tabid/2935/Default.aspx> and complete your renewal application.

This includes documenting your continuing education/training hours earned during the last certification period.

**The renewal application must be postmarked on or before the expiration date as shown on your certificate.**

**If your application is not complete and received by the date shown on your certificate, any Peer Support services provided may not be reimbursable due to your Certification being invalid.**

If you disagree with the outcome of your application for certification, you are able to file a grievance.

Please submit in writing your grievance to:

Division of Behavioral Health  
450 W. State St. 3<sup>rd</sup> floor  
Boise, ID 83702  
Attn: Candace Falsetti, QA Program Manager  
[PeerSpecCert@dhw.idaho.gov](mailto:PeerSpecCert@dhw.idaho.gov)

Submit your valid factual reason for disputing the action you deem unjustified. Your grievance will be registered and reviewed and you will receive a response that your written grievance was received. A decision for your grievance will be

made within 60 days of receipt. All decisions made on a submitted grievance are final.

Should you have questions, please feel free to contact us at: 208-639-5720  
Thank you again for your interest in becoming a Certified Peer Support Specialist in Idaho.